



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

Consular Affairs Intern

Position Description:

The job will provide the opportunity to learn about U.S. immigration and nationality law and to assist American citizens in responding to the numerous challenges of living and traveling outside the United States. Interns will receive specific hands-on experience in the visa section. The Consular Affairs Intern would work in the Consular Section's Visa and American Citizen Services Units and assist staff with the following tasks:

- Serve as a greeter for the Consular section's non-immigrant visa unit;
- Participate in public outreach to both the Portuguese and expatriate American community;
- Assess and improve the effectiveness of the Consular website and social networking tools;
- Draft routine correspondence in English and Portuguese/Respond to public inquiries;
- Other duties and special projects, as requested.

U.S. Embassy Lisbon's Host Country Internship Program is open to non-U.S. citizen, Portuguese students of Portugal-based universities who wish to gain valuable work experience (and academic credit if permitted by the university) while providing key support to U.S. Embassy Lisbon.

Internships are unpaid and last a minimum of ten weeks and a maximum of three months. Full-time and part-time schedules may be considered.

All selected interns will be required to obtain a Security Certification and a Medical Check prior to the beginning of the internship.

Skills:

Knowledge of Microsoft Office, Facebook, Twitter and other social media applications
Excellent customer service skills are a "must."

Education:

Students must have completed two years of university prior to application for an internship and have a minimum grade point average of 14 (on a 20 point scale) for students completing a licenciatura.

Language:

Students must speak English and Portuguese at professional proficiencies.

Please submit your cover letter and curriculum vitae, in English, to: internshiplisbon@state.gov

Please do not send invitations to third party employment websites such as Linked In as they will be automatically deleted.